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**From:** Nassif, Julianne (DPH)  
**Sent:** Wednesday, June 15, 2011 11:39 AM  
**To:** ValdesLupi, Monica (DPH)  
**Subject:** letter for John to sign  
**Attachments:** lleshi appointment (2).doc

Hi Monica,

Attached is a draft letter for John to sign, appointing Hevis Lleshi to an assistant analyst position in the Drug Laboratory. She has successfully completed an intensive training program and demonstrated competency by testing samples in parallel with another analyst. This appointment letter is formality that must be in place for her test samples independently. I appreciate your help in getting it signed.

Thanks, Julie

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